

COMPUTER REPAIR FORM

Dear Repairman:

The claims office must determine the nature and cause of internal damage to the computer. Please complete this form to the best of your ability. Thank you.

1. Name & Address of Repair Firm:

Claimant's Name

Date Examined

Phone ()

Name of Person Completing Form:

2. Item Description:

Item examined

Manufacturer

Year of Manufacturer

Item Specifications

Processor Type & Speed

Hard Drive Capacity

RAM Capacity

☐ Internal ☐ External

Sound Card Type/Specifications

Video Card Type/Specifications

CD ROM Drive Type/Speed

Monitor Size/Description

Other Components/Description

3. External Damage: Please check none if there is no external damage to the item.

☐ NONE

Please use the following diagram to indicate the location of any external damage to the item.

Front

Left Side

Right Side

Rear

Bottom

3. External Damage (cont.) Please give a detailed description of the type and location of the external damage: _____

4. Internal Damage: Please check NONE if there was no external damage to the item.

☐ **NONE**

Please check the components, which were damaged, and the appropriate response

- | | |
|--|--|
| <input type="checkbox"/> Processor | <u>The Processor was loose/cracked/ or broken</u> |
| <input type="checkbox"/> Hard Drive: | I physically opened the hard drive & examined it
There was obvious physical damage to the inside of the hard drive
I used scanning software to determine that there was damage to this component |
| <input type="checkbox"/> Modem | The modem was loose/cracked or broken |
| <input type="checkbox"/> Sound Card | The sound card was loose/cracked or broken |
| <input type="checkbox"/> Video Card | The video card was loose/cracked or broken |
| <input type="checkbox"/> CD Rom Drive | There was obvious physical damage to this component |
| <input type="checkbox"/> Mother Board | The mother board was loose/cracked or broken |
| <input type="checkbox"/> Other Circuit Boards | The board was loose/cracked or broken |
| <input type="checkbox"/> Power Supply | There was obviously physical damage to this component |
| <input type="checkbox"/> Monitor | I physically opened the monitor casing and observed internal physical damage |

Please give a detailed description of the type and location of the internal damage

Could the type of damage observed been directly caused by rough handling during shipment? (i.e. hard impact, dropping, being thrown, etc.) ☐ Yes ☐ No ☐ Can't tell

Is there evidence to support the damage being caused by factors other than rough handling? (i.e. normal wear and tear, power surge, temperature changes, foreign particles inside the machine, etc.) ☐ Yes ☐ No Please explain _____

5. Estimate

Estimated Cost of Repair	Estimated Cost of Replacement Part Please check if part was upgraded
\$	\$ <input type="checkbox"/>
\$	\$ <input type="checkbox"/>
\$	\$ <input type="checkbox"/>
\$	\$ <input type="checkbox"/>
\$	\$ <input type="checkbox"/>
\$	\$ <input type="checkbox"/>
Cleaning, adjustment or other services	\$
Tax	\$
Labor	\$
Total	\$
Estimate Fee	\$

Please check if estimate fee will be deducted from repairs ☐

Please indicate reason for upgrades:

- ☐ Part no longer manufactured/available
- ☐ Part available, but not carried by this repair firm
- ☐ Request of customer
- ☐ Other-Please specify _____

6. Market Value of Computer in Undamaged Condition \$ _____

Please print your name _____

Signature _____

Date signed _____

Comments _____
